



**NUMBER:** 1040

**TOPIC:** CHAIN OF COMMAND

ISSUED BY: TOM CASADY, CHIEF OF POLICE

**DATE:** 1-1-2010

**SUPERSEDES:** G.O. 1040, 2005

REFERENCE:

## I. POLICY

A defined system outlining the chain of command has been established to provide employees with direction in matters necessitating command personnel. The command protocol outlined in this General Order will help to clarify authority and supervisory duties in the execution of department operations.

## II. PROCEDURE

- A. The order of precedence of commissioned ranks is as follows:
  - 1. Chief of police
  - 2. Assistant chief of police
  - 3. Captain
  - 4. Sergeant
  - 5. Officer
- B. The chief of police is responsible for the overall management of the department. The chief, or any other command officer, may designate a subordinate to fulfill his or her duties during an absence. If a specific designation has not been made, the duties rest with the senior member of the preceding rank.
- C. Supervisory officers of the same rank will defer to the senior ranking officer for direction. In a situation where a supervisor is not present, the officer with the greatest seniority is considered the ranking officer.
- D. Within every rank level of the department, supervisory members have the authority necessary to carry out their duties and responsibilities and are accountable for the use of such authority. In addition, each employee is accountable for the use of delegated authority.
- E. Supervisory personnel are responsible for the overall performance of employees under their immediate control.

- F. Any supervising officer has the authority to delegate responsibility, make necessary assignments, issue orders, and enforce department policies regardless of the subordinate's area of assignment.
- G. Civilian unit heads have authority in their area of responsibility to delegate responsibility, make necessary assignments, issue orders and enforce department policies.
- H. Subordinates are required to obey any lawful order issued by a superior, including any order relayed from a superior by an employee of the same or lesser rank. This applies to the subordinate even if he or she is not normally under the supervisor's direct command.
- If a subordinate receives an order that is in conflict with a previous order she or he will inform the supervisor about the previous order. The supervisor is responsible for determining if the first or second order will prevail.
- J. At no time is a subordinate to obey an order from a superior that he or she knows to be unlawful.
- K. Employees are accountable to only one supervisor at a given time.
- L. The duty commander has responsibility for commanding major incidents and exceptional situations involving a large number of street personnel. If additional personnel resources are needed from other department units, the duty commander maintains control of the incident.